epermits

***The* Web-based Permit to Work Solution**

Authorised Persons manual
Release 2.1b

September 2007

CONFIDENTIAL

Contents

1. System overview

The e-permits application is a web-based Permit-to-work solution designed to reduce the risk of injury and damage on-site during maintenance and to improve productivity and management control, beyond the levels possible with a paper-based system.

e-permits ensures that every permit takes account of client and legal safety criteria and is only issued when it is safe.

The system ensures the …

Right people with the
Right skills work to the
Right method statement in the
Right place at the
Right time

2. Roles

The participants in the e-permits process fall into 3 basic categories:

i. System administrators – that input initial Site and User data during system set up and maintain the integrity of the data thereafter.

ii Requestors – raise and submit requests for permits and Method statements.

iii Authorised persons – assess Method statements and Permit requests. Your Permissions reflect what aspect(s) of risk you are competent to assess.

This document is for use by Authorised Persons.

3. Opening the software

In the address field of your browser, type "https://<client>live.e-permits.co.uk" and press Go. The application will take you to the Login page.
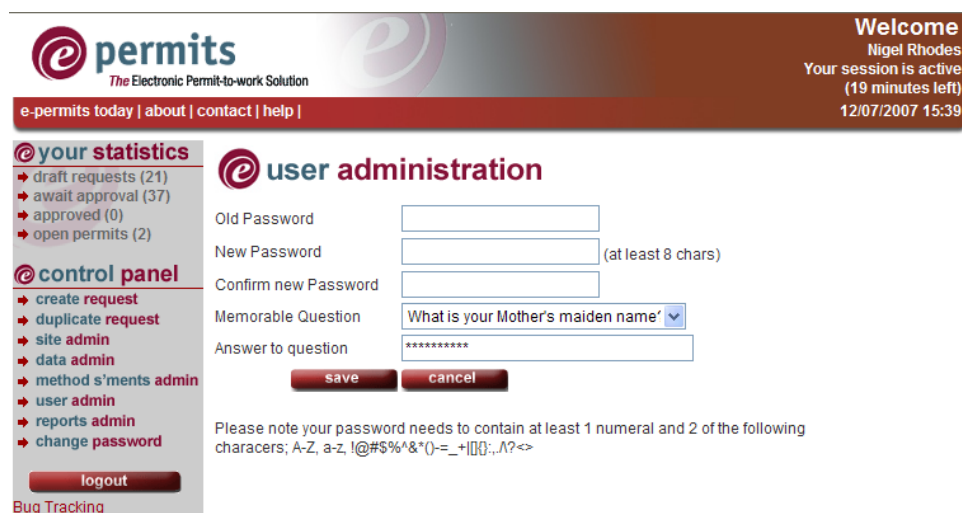
4. Login

Enter your email address and Password and click [login].

If you have not been set up as a User you will not have a PASSWORD and you cannot start a session. Ask your system administrator to set you up as a User and you will be emailed a temporary password. On entering this password you will be taken to a screen to change your password and select a memorable question and answer (this question is used when you use the forgotten password options)

.

If you have forgotten your PASSWORD, click on [forgot password ?] type in your email address and submit. Your PASSWORD will then be emailed to your shortly after, suggesting that you change it to one only you will remember.

You can also use the 'change password' button within your control panel, the process is as below, and you are asked for your old password, your new password and to answer your previously selected memorable question.

5. Session length

Sessions will automatically time-out after 20 minutes of inactivity. Any interaction with the server will start a new 20-minute session for you. If your session times-out you will loose any unsaved data so you are advised to save changes regularly.

The time remaining in your session is displayed in the top right hand corner of the page. During the final 2 minutes of a session, the countdown changes from minutes to seconds and a message invites you to reset your session.

6. Home page – your statistics

The left hand tool bar shows all or some of the following, depending on the User permissions:

draft requests (0)
await approval (0)   i.e. Requests awaiting approval
approved (0)   i.e. Approved Requests
open permits (0)

The number(s) relate to your personal e-permits statistics rather than site or system statistics, so the numbers will relate to:

   Method Statements awaiting your approval

   Requests awaiting your approval

By clicking on the count (1) the user is taken to the relevant page to view and progress the selection.

7. Home page - e-permits today

These statistics are Site-specific and relate to things you have initiated. It provides a quick indication of how your requests are progressing.

By clicking on the (1), the user is taken to the relevant page to view and progress the selection.

8. Home page - Control panel

The left hand tool bar shows all or some of the following, depending on your User permissions:

Create request   - *Requestors only*

Duplicate request   - *Requestors only*

Site admin   - *System administrators only*

Data admin   - *System administrators only*

Method statement admin

User admin

Reports admin

Change PASSWORD

These are explained below, submitting and assessing a Method Statement first, and then assessing and approving requests and running reports.

9. How to add a User

If you are an AP and have permission to add Users or Modify competencies you can register new APs that have been appointed.

In the left hand task bar, click on 'User admin' and then click on **add user**.

@ permits
The Electronic Permit-to-work Solution

e-permits today | about | contact | help |

@ your statistics
→ draft requests (1)
→ await approval (0)
→ approved (4)
→ open permits (0)

@ control panel
→ create request
→ duplicate request
→ site admin
→ data admin
→ method s'ments admin
→ user admin
→ reports admin
→ change pin

logout

Bug Tracking

@ user information

*indicates required field

Company name *	ABC Banyard Ltd
First name *	
Last name *	
Initial	
Email address *	
Alternate email address	
Born after 10/08/1987 *	No
Telephone number	
Mobile no	
Fax no	
PIN *	(must be a 4 digit numeric code)
Eligible to work in UK *	No
Is current	No

@ user competances

CSCS number / skills card			
Competent person	No	First aider	No
Apprentice *	No	CRB *	No
Security cleared?	No		
Qualified electrician *	No	Trained in work at height *	No
Trained in confined spaces *	No	Trained in hot works *	No

H & S induced date	-- Day --	-- Month --	-- Year --
CORGI / ACOPS date	-- Day --	-- Month --	-- Year --
HV 11kv qualified date	-- Day --	-- Month --	-- Year --
HV 33kv qualified date	-- Day --	-- Month --	-- Year --

@ user permissions

Add users	No	Authorise method statements	No
Edit users	No		
Delete users	No	Make requests	No
Modify competences	No	Complete requests from others to: - switch electrical circuits	No
Add data (Cos, locations, items etc)	No	Complete requests from others to: - turn off/on mechanical valves	No
Edit data	No	Complete requests from others to: - turn off/on fire systems	No
Delete data	No	Run reports	No
Add sites	No		
Edit sites	No	Permit issuer	No
Delete sites	No	System administrator	No

@ permit approval permissions

	Access	Hot works	Confined	Electrical	Height	Mechanical	Fire
Infrastructure	☐	☐	☐	☐	☐	☐	☐
Engineers	☐	☐	☐	☐	☐	☐	☐
Business	☐						
Security	☐						

save   **cancel**   **delete**

user information

Company name	Auto-populates	Required
First name	Enter Competent person or other operative's first name	Required
Last name	Enter Competent person or other operative's last name	Required
Initial	Type their middle initial	Optional
Email address	Type their email address	Optional

Alternate email address	Alternative email address from which a requestor may make a request or a Competent person may need to be notified of a permit approval.	Optional
Born after ….	Select 'yes' if the person is under 18 years old	Required
Telephone number	Type their landline contact number	Optional
Mobile no	Type their mobile phone contact number	Optional
Fax no	Type their fax number	Optional
Eligible to work in the UK	Select 'yes' if the User is entitled to work legally in the UK under current legislation	Required
Is current	Select 'yes' if the User is entitled to access the e-permits system or be included on a permit request	Required

user competencies

CSCS / skills card number	Enter the number shown on the User's CSCS card	Optional
Competent person	Select 'yes' if the User has been authorised by their employer to supervise the work of others or work alone, unsupervised	Optional
First aider	Select 'yes' if the User holds a recognised First aid qualification and is authorized by their employer to give First aid to colleagues	Optional
Apprentice	Select 'yes' if the User is in training and should not be allowed to work unaccompanied	Required
Clean CRB disclosure	Select 'yes' if the User holds a 'clean CRB disclosure'	Required
Security cleared	Select 'yes' if the User holds current clearance to work in secure premises	Optional
Qualified electrician	Select 'yes' if the User is deemed by their employer to have adequate training and experience to undertake electrical work competently and safely	Required
Trained in work at height	Select 'yes' if the User has been adequately trained to select, check and use suitable safety equipment, understand the hazards and the safety precautions necessary to work at height safely	Required
Trained in confined spaces	Select 'yes' if the User has been adequately trained to select, check and use suitable safety equipment, understand the hazards and the safety precautions necessary to work in a confined space safely	Required
Trained in hot works	Select 'yes' if the User has been adequately trained to undertake hot works, i.e. welding, brazing, grinding etc. observe and conduct a fire watch. The user should understand the hazards, the equipment and the precautions required to undertake the hot works safely	Required
H&S induced date	Enter the date that the user went through a health & safety induction specific to the properties where the work will take place	Optional

Corgi / ACOPS date	Enter the date that the user qualified to the appropriate ACS standard	Optional
HV 11kv qualified date	Enter the date that the user was deemed competent to switch 11kv circuits and authorised to do so	Optional
HV 33kv qualified date	Enter the date that the user was deemed competent to switch 33kv circuits and authorised to do so	Optional

user permissions

Add users	Select 'yes' if the User has been authorised by their employer to add users	Optional
Edit users	Select 'yes' if the User has been authorised by their employer to edit users' details	Optional
Delete users	Select 'yes' if the User has been authorised by their employer to delete users	Optional
Modify competencies	Select 'yes' if the User has been authorised by their employer to modify the competencies of other users	Optional
Make requests	Select 'yes' if the User has been authorised by their employer to make and submit requests for permits	Optional
Complete requests from others to switch electrical circuits, Turn on/off mechanical valves or Impair fire systems	Select 'yes' if the User has been authorised by their employer to complete such draft requests	Optional
Run reports	Select 'yes' if the User has been authorised by their employer to run reports	Optional

permit approval permissions

Enter a tick against Risks the AP is Competent to assess, for each permit type.

	Access	Hot works	Confined	Electrical	Height	Mechanical	Fire
Infrastructure	☐	☐	☐	☐	☐	☐	☐
Engineers	☐	☐	☐	☐	☐	☐	☐
Business	☐						
Security	☐						

save   cancel   delete

You cannot pass on User or Permit approval permissions you do not hold yourself. Those options will be blocked.

10. Method statement admin

If you have permission to approve Method Statements, this area allows you to view all company's approved and rejected Method statements and those awaiting approval.

11. How to assess a Method statement

Before a User can make a request, they need to have submitted a Method Statement and had it approved.

When you are notified that there is a new Method Statement for assessment or you see it indicated in e-permits today, click on 'Method s'ments admin' and you will see it under Method Statements awaiting approval.

Click on [view] to open the submission. To indicate to other APs that you are reviewing the Method Statement select [review]. Read the summary details of the activity, service and location it covers and then open and assess the attached file(s) by clicking on the hyperlinks. The files will open in a new browser window. If you approve the Method Statement and it is compatible with the summary details, close the browser window to return to e-permits and select [✓ approve]. It will then become available to the Contractor for use in a Request. If you want to reject the Method Statement, click [✗ reject], add your reason for rejection and then [submit]. Your reason will form part of an email back to the person who submitted it, so it is a good idea to make it helpful.

If you cannot complete the review in one session, or believe it is more appropriate for someone else to evaluate it, you can release the Method Statement for someone else to review by selecting [check-in].

12. How to assess a Request

APs are notified by email about Requests that require their involvement. You may be involved as an AP by virtue of the Zone, Location type, Service or Permit type.

Notification

The notification will provide a summary of the request and includes a URL that will take you to the specific Request if you click on it. The email will take the following format:

```
NEW PERMIT REQUEST FOR ASSESSMENT

You are asked to review a new Permit request, number 000156, submitted on
05/12/2005 by 'Simon Olliff' to work at 'Malaysia Airlines'. The request
includes the following permit types:

Access permit

Please click on the link below to open the approval screen, read the contents
and register your decision by selecting either 'Approve' or 'Reject'. If you
select 'Reject' please provide your reason in the Comment box to assist 'ABC
Banyard Ltd' in revising their submission. Your comment will form part of an
email sent back to 'ABC Banyard Ltd'.

http://allen.e-permits.co.uk/request_approve.aspx?requestid=156
```

```
Please assess this submission as soon as possible, thank you.

Regards
The e-permits team
```

Alternatively you can click on the count within your statistics or the requests awaiting approval (1) which can both be found on the e-permits today page.

This will open a page showing requests awaiting approval. Within the list of Access permit requests you may find clusters of High-risk permit requests hanging underneath Access permit requests, as below. Request 000147 is clustered with 000146, request 000150 is clustered with 000149, and 000156 is on its own. For more about High risk permit approvals, see Section 13.

Assessment

Clicking on [view] will open the Request for you to read what they want to do.

> Remember - e-permits presents you with management information upon which to base a decision, it does not make the decision for you. If the information is insufficient, incorrect or inconsistent you should seek clarification and reject the request if you are not satisfied with it.
>
> Your assessment should follow industry best-practice procedures for APs. This manual does not cover the topic.

The Method Statement cited in the Request will have been approved by an AP but may not be appropriate for the task to be undertaken. To check that the Risk assessment and Method Statement are suitable, click on [view] next to the line How will you be doing this? and then assess the attached documents.

If you consider that the requestor has not included the appropriate Special risks, particularly if they would trigger a high-risk permit, you should reject the request and explain your reason in the comments box.

Clashes

If you are satisfied that the Request is sensible and safe in isolation, you should then consider whether it clashes with other approved or new Requests.

At the top of the page, e-permits will display clashes:

- within the same Service
- between dependent Services
- on the same Item
- within the same Location

The above example highlights that Request 1345 clashes with an approved permit 1346 because they both involve work on the Air conditioning Service.

You should [view] the other permit(s) and evaluate whether the clashing works are safe and sensible to proceed concurrently. Based on the decision, you should then either Reject or Approve the Request under review.

summary of access permit request

Request no: 001346

clash information

Service clashes
- 001345, 06/12/2006 - 06/12/2006, **Access permit**, Banyard Solutions, **Air conditioning (incl.Heating & F/air)**, Repairing / Snagging
  view

Item clashes
None

Dependent service clashes
None

Location clashes
None

Status	This request is awaiting approval
Work order number	wrk-01234-bb
Who will do the work	Banyard Solutions
	Stephen Dawson; Simon Olliff;
When will the work be done	Wed 6th Dec 2006 10:00 until Wed 6th Dec 2006 15:00

task 1

Where the work will be done	20 Bank Street, Level 11, Offices, corridors & receptions, Office Floor/Area Comments:
What work will be done	Maintaining / Testing Air conditioning (incl.Heating & F/air) , All Items
	maintain air conditioning within the office areas
Why the work will be done	Routine visit due
How the work will be done	PPM - Airconditioning (HVAC 01-05) view
	No Special Risks Selected

In the above example, work to repair the compressor on the chiller for the air conditioning system has been approved. It would therefore be inappropriate to undertake Functional checks on the air conditioning units in the offices and corridors at the same time. Request 0001346 should therefore be rejected.

Approval

If you are satisfied that the Request is safe and sensible in isolation and in the context of other approved permits and new requests you can approve the request by entering your PASSWORD at the bottom of the page and clicking ✔ approve .

If you are only satisfied subject to certain conditions you can add your comments in the Special requirements box, enter your PASSWORD at the bottom of the page and click ✔ approve . This comment will appear on the Permit for the Competent person to read.

If you wish to communicate a comment to other APs still involved in the assessment, you can add your comments in the Approver's comments box, enter your PASSWORD and click ✔ approve . This comment will appear next to your name in the Approved by box and will not appear on the Permit.

Your User permissions reflect the risks you are competent to assess, i.e. risks to:

- the engineers
- the infrastructure
- the business
- the security of the estate.

When you enter your PASSWORD and click ✔ approve it signifies that you accept the residual risks to the issues you are deemed Competent to assess.

If the request requires multiple APs to assess it, by virtue of either the Permit type, Location or the Service, the APs details will appear at the bottom of the request in a table.

Requires approval by	Approved by
ABC Banyard Ltd (01483 413789)	Howard Albery on 12/12/2005
Teo Khoon Wong (Malaysia Airlines) (020 7341 2000)	**Still awaiting approval**

Until all the APs have approved the Request, it will remain 'part' approved. The Requestor can view its progress and may contact you to seek your decision. When the Request is fully approved the Requestor and Competent person will be sent a change of status email.

If the finish date and time of a request, passes before the permit is approved the permit auto-rejects.

Rejection

If you are not satisfied that the Request is safe or sensible in isolation or because of a clash with other approved permits and new requests you can reject the request by entering your PASSWORD at the bottom of the page and clicking **x reject**. The system will ask you to confirm your decision and then ask you to type a reason for your rejection. The reason will form part of an email back to the Requestor so it is most helpful to suggest what needs to change to make the request acceptable.

If other APs have approved the request and you reject it, the request is rejected and the Requestor and Competent person are notified by email.

If another AP has rejected a request before you try to assess it, the request will not be available for review.

If the finish date/time of a request passes without it having been assessed, it will be auto-rejected.

13. High-risk permits

APs are notified by email about high-risk permit requests that require their involvement. You may be involved specifically because of the Permit type.

Notification

High-risk permit requests may be listed in the email notification you receive. When you click on the URL in the email or open the requests awaiting approval page you will see high-risk permits hanging under the Access request in a tree.

If you **view** any of the requests in the cluster you will see the others listed as Related permits. You can open any request in the cluster by selecting it.

Assessment

Your assessment of the requests should proceed as in section 12. Attention is drawn to the following warning:

Remember - e-permits presents you with management information upon which to base a decision, it does not make the decision for you. If the information is insufficient, incorrect or inconsistent you should seek clarification and reject the request if you are not satisfied with it.

Your assessment should follow industry best-practice procedures for APs. This manual does not cover the topic.

The assessment of high-risk permits more complex because of the inter-related permits. Particular attention should be given to the timings on the related permits. It is also important to check that the Method Statement includes details of how the high-risk work will be done safely.

If you are not authorised to assess a particular permit type within the cluster you will not see a view option.

Clashes

Clashes between high-risk permits and their related Access permit are not displayed, as they are part of the same task. If clashes are highlighted it is because the work clashes with another team's work.

Particular consideration should be given to clashes when high-risk work is being undertaken.

Approval

If you are satisfied that the Requests within the cluster are safe and sensible in isolation and in the context of other approved permits and new requests you can approve them by entering your PASSWORD at the bottom of each page and clicking ✓ approve.

If you are only satisfied subject to certain conditions you can add your comments in the Special requirements box, enter your PASSWORD at the bottom of the page and click ✓ approve. This comment will appear on the Permit for the Competent person to read.

If you wish to communicate a comment to other APs still involved in the assessment, you can add your comments in the Approver's comments box, enter your PASSWORD and click ✓ approve. This comment will appear next to your name in the Approved by box and will not appear on the Permit.

Your User permissions reflect the risks you are competent to assess, i.e. risks to:

  - the engineers
  - the infrastructure
  - the business
  - the security of the estate.

When you enter your PASSWORD and click ✓ approve it signifies that you accept the residual risks to the issues you are deemed Competent to assess.

If the request requires multiple APs to assess it, by virtue of either the Permit type, Location or the Service, the APs details will appear at the bottom of the request in a table.

Requires approval by	Approved by
ABC Banyard Ltd (01483 413789)	Howard Albery on 12/12/2005
Teo Khoon Wong (Malaysia Airlines) (020 7341 2000)	**Still awaiting approval**

Until all the APs have approved the Request, it will remain 'part' approved. The Requestor can view its progress and may contact you to seek your decision.

The tick icon indicates the parts of the cluster that are approved. The [view] button indicates the parts awaiting approval.

When the all the Requests in the cluster are fully approved the Requestor(s) and Competent person(s) will be sent a change of status email.

If the finish date and time of a request, passes before the permit is approved the permit auto-rejects.

Rejection

If you consider that part of the cluster of requests is unsafe or not sensible, either in isolation or because of a clash with other approved permits and new requests you can reject the request by entering your PASSWORD at the bottom of the page and clicking [X reject]. The system will ask you to confirm your decision and then ask you to type a reason for your rejection. The reason will form part of an email back to the Requestor so it is most helpful to suggest what needs to change to make the request acceptable.

Rejecting any one of the requests in a cluster will automatically reject them all.

Even if other APs have approved the request, if you reject it, the request is rejected and the Requestor and Competent person are notified by email.

If another AP has rejected a request before you try to assess it, the request will not be available for review.

If the finish date/time of a request passes without it having been assessed, it will be auto-rejected.

14. Generating permits

The system can be configured to allow Permits to be generated 'only from Site' or to allow Permits to be generated by the Requestor or Competent person, wherever they have access. This usually reflects whether there is a permit officer available on-site.

The global decision is registered in site admin and general options. If you are unsure how your system is configured, ask your system administrator.

If the setting is 'Site only issue', then permits can only be generated by persons on-site with the permission to do so. If you have permission to Issue permits in your User profile you will be notified when permits are approved and can generate the documents.

If the setting is 'not Site only issue' then Requestors and Competent persons will be notified of the approval and can generate their own permits on-line.

The procedure for generating documents is the same for both settings.

By clicking on the URL in the e-mail or selecting approved (1) permits for your attention within the e-permits today page it will display the permits for printing.

Click [view] next to the permit you need to print and it will open a summary page detailing the first task. Check it is the correct one, select whether you want to print the method statement documents as well, tick the box and then click [generate permit].

The document(s) will open in separate windows. To print the documents select File, Print…, and select your printer. To change the layout on the page, select File, Page Setup… and make the changes you desire.

You can then select either [close page] or [reprint permit].

On a page displaying approved requests for your attention, those that have been printed will have an icon of a printer next to them.

15. Issuing permits

The system can be configured to allow Permits to be issued 'only from Site' or to allow Permits to be issued by the Requestor or Competent person, wherever they have access. This usually reflects whether there is a permit officer on-site.

The global decision is registered in site admin and general options. If you are unsure how your system is configured, ask your system administrator.

If the setting is 'Site only issue', then permits can only be issued by persons on-site with the permission to do so. If you have permission to Issue permits in your User profile you will be notified when permits are approved and can issue the permit(s).

If the setting is 'not Site only issue' then Requestors and Competent persons will be notified of the approval and can issue their own permit(s) on-line.

When someone arrives at the Permit office to collect the permit, you should check that the Competent person and his team are those named on the permit.

The permit should not be signed-for by anyone other than the named Competent person.

The Competent person should read the Acceptance declaration and sign and date the permit next to his pre-printed name.

If you are satisfied that all safety precautions are in place you should sign as the Issuer.

The Keys that relate to the Locations and Items will be detailed on the permit if the data has been entered.

The system should then be updated to reflect that the physical permit has been issued. By selecting approved (1) permits for your attention within the e-permits today page it will display the permits for issuing.

Click ![view] next to the permit if you need to check it is the correct one to issue, then select ![close page]. To register that you have issued the permit, click ![issue]. The permits can be issued in sequence with the Access permit first, then the high-risk permits. Issued permits display an icon ✎.

If the wrong Competent person arrives on site or a team member is not listed on the permit, the permit should not be issued. Ask the Requestor to create a duplicate of the incorrect permit, change the names and submit the permit for approval.

Overdue for issue
If the start date and time of an approved permit, pass before the permit is issued, a notification is sent to the Requestor and the Competent person.

```
PERMIT REQUEST V6063

Your permit to work on the 'Hose reels' at 'Malaysia Airlines' on '21/11/2005',
number 000128, is overdue for issue.

Regards
The e-permits team
```

The e-permits today page will display an entry in overdue for issue (1).

If the finish date and time of an approved permit pass before the permit is issued the permit cannot be issued.

Barcode reader

If you have purchased the barcode option for issuing permits – see the separate manual for correct operation.

16. Tracking requests

Your e-permits today page displays the number of requests for each site that are: awaiting your approval, you have been approved, are overdue for issue, open or overdue for closure. By clicking on the statistic and Request of interest you can view the Request and monitor its progress.

By viewing an unapproved Request you can see who still has to assess it. Next to the AP's name you will find contact details for progress chasing approval.

On approved permits that are overdue for issue you can see the Company, the Competent person and the date/time they were due to collect their Permit. The Competent person may need to be contacted or the work rescheduled and a duplicate request raised.

You can see how many Permits are currently open and how many of them are high-risk Permits. You can also view a summary of each one.

A Permit overdue for closure indicates that the work may have overrun which will require a duplicate request to be raised. It could indicate that an engineer requires help or it may be that the Permit has not been returned to the Permit Office for closure. The Competent person should be contacted to ascertain the true situation.

17. Closing permits

When someone arrives at the Permit office to close the permit, you should check that he is the Competent person named on the permit. The permit should not be signed by anyone other than the named Competent person.

The Competent person should read the Clearance declaration and sign and date the permit next to his pre-printed name.

If you are satisfied that the permit should be closed you should sign and date the permit as the Closer. The Keys should be returned.

The system should then be updated to reflect that the physical permit has been closed. By selecting open permits (1) for your attention within the e-permits today page it will display the permits for closure.

They should be closed in sequence starting with the high-risk permits.

Clicking on **close permit** will display a summary of the Task and allow you to log whether the work was completed and whether the work was done safely. If it was, set both selections to yes and click **close permit** .

If the work was not completed, select Work complete = No. You may need to contact the Requestor to submit a duplicate permit to continue the work at another time.

Non-compliance

If the work was not done safely, select Work done safely = No and detail which of the risks were unacceptable. Then select what aspect of the work was non-compliant, the wrong who, when, where, what or how.

The non-compliance is logged against the Contractor and can be displayed by selecting data admin, then company administration and viewing the Company.

Lessons learned

It is an opportunity at closure to log any lessons learned about hazards inherent to the Items or Locations worked on. If new information becomes available that would be beneficial for future teams to know, click data admin then location administration or item administration and add a comment in the box. This will appear automatically on all future permits featuring that Location or Item.

If you do not have permission to amend the data, contact your system administrator.

Overdue for closure

If the finish date and time of an open permit, pass before the permit is closed, a notification is sent to the permit issuer.

```
PERMIT REQUEST ABC 002

Your permit to work on the 'Air conditioning & heating system' at 'Malaysia
Airlines', number 000160, ended at 16:30 on 11/12/2005 and is overdue for
closure.

Regards
The e-permits team
```

The e-permits today page will display an entry in overdue for closure (1).

Closure numbers

The system can be configured within site admin to generate Closure numbers when a permit is closed. The number is notified to the Requestor in an e-mail.

```
PERMIT REQUEST STATUS CHANGE ABC 342

Your permit to work on the 'Air conditioning & heating system' at 'Malaysia
Airlines' on '20/11/2005', number 000121, has been closed.

Your closure number is '000121/6203'

Regards
The e-permits team
```

If Competent persons do not return permits for closure when they should, the APs can apply either financial or access sanctions to the contractor, if closure numbers cannot be married to permit numbers.

Barcode reader

If you have purchased the barcode option for closing permits – see the separate manual for correct operation.

18. Notifications

Automatic notifications are sent to appropriate parties by email, when:

- a new method statement has been submitted

- a new request has been submitted

- a request has been approved or rejected

- a permit is overdue for issue

- a permit is overdue for closure

The e-mails contain basic information drawn from the request and a URL that will take the user to the appropriate page.

Example 1 - a new method statement has been submitted

```
NEW METHOD STATEMENT FOR ASSESSMENT

You are asked to review a new Risk assessment and Method statement submitted
on 18/11/2005 by 'ABC Banyard Ltd' to undertake ''Maintaining / testing' the
'Air conditioning & heating system'', within 'Malaysia Airlines'.

Please click on the link below to open the submission, read the contents and
register your decision by selecting either 'Approve' or 'Reject'. If you
select 'Reject' please provide your reason in the Comment box to assist 'ABC
Banyard Ltd' in revising their submission. Your comment will form part of an
email sent back to 'ABC Banyard Ltd'.

http://allen.e-permits.co.uk/methodstatements_view.aspx?msid=23

Please assess this submission as soon as possible, thank you.

Regards
The e-permits team
```

Example 2 - a request requires assessment

```
NEW PERMIT REQUEST FOR ASSESSMENT

You are asked to review a new Permit request, number 000177, submitted on
12/12/2005 by 'Simon Olliff' to work at 'Malaysia Airlines'. The request
includes the following permit types:

Access permit
Hot Works permit (000178)
Fire System permit (000179)

Please click on the link below to open the approval screen, read the contents
and register your decision by selecting either 'Approve' or 'Reject'. If you
select 'Reject' please provide your reason in the Comment box to assist 'ABC
Banyard Ltd' in revising their submission. Your comment will form part of an
email sent back to 'ABC Banyard Ltd'.

http://allen.e-permits.co.uk/request_approve.aspx?requestid=177

Please assess this submission as soon as possible, thank you.

Regards
The e-permits team
```

19. Reports admin

Reports are currently available to interrogate the request and permit database using filters and sorts.

The results are returned in a new window as follows:

e permits
The Electronic Permit-to-work Solution

Alandale Logistics Limited

Site	Permit	Status	Competent Person	Start / Finish date	Permit type	Work order no
20 Bank Street	001376	Rejected	Vince McCourt	04/10/2006 / 11/10/2006	Access	E6120-MS-001A
20 Bank Street	001443	Open	Vince McCourt	12/10/2006 / 26/10/2006	Access	E6120-MS-001A
20 Bank Street	001476	Rejected	Vince McCourt	15/10/2006 / 15/10/2006	Access	Draft-123456789012345678901234567890
20 Bank Street	001661	Printed	Vince McCourt	27/10/2006 / 10/11/2006	Access	E6120-MS-001A

BDL

Site	Permit	Status	Competent Person	Start / Finish date	Permit type	Work order no
20 Bank Street	001612	Printed	Rajeev Rastogi	21/10/2006 / 28/10/2006	Access	001 Cutting out holes
20 Bank Street	001632	Rejected	Rajeev Rastogi	24/10/2006 / 30/10/2006	Access	H4200- MS-02
20 Bank Street	001641	Rejected	Rajeev Rastogi	24/10/2006 / 30/10/2006	Access	H4200- MS-02
20 Bank Street	001663	Rejected	Rajeev Rastogi	04/11/2006 / 05/11/2006	Access	H4200- MS-02 cutting out holes

Cable & Wireless

Site	Permit	Status	Competent Person	Start / Finish date	Permit type	Work order no
20 Bank Street	001392	Rejected	Emil Evoliov	02/10/2006 / 16/10/2006	Access	F7700-MS-002
20 Bank Street	001469	Draft	Richard Cookland	12/10/2006 / 15/10/2006	Access	7700.MS.022.1
20 Bank Street	001540	Open	Emil Evoliov	17/10/2006 / 23/10/2006	Access	F7700-MS-002
20 Bank Street	001536	Open	Richard Cookland	19/10/2006 / 22/10/2006	Access	
20 Bank Street	001633	Printed	Richard Cookland	27/10/2006 / 29/10/2006	Access	

Clestra Hauserman

Site	Permit	Status	Competent Person	Start / Finish date	Permit type	Work order no
20 Bank Street	001528	Open	Lester Ramsay	17/10/2006 / 24/10/2006	Access	D4250-MS-26, Remedial eoks Lv 10 & 11.
20 Bank Street	001660	Printed	Lester Ramsay	25/10/2006 / 01/11/2006	Access	4250-MS-030 remedial works lv 4
20 Bank Street	001643	Printed	Lester Ramsay	25/10/2006 / 07/11/2006	Access	D4250-MS-26, Remedial eoks Lv 10 & 11.
20 Bank Street	001651	Printed	Richard Bovill	28/10/2006 / 29/10/2006	Access	

A summary of a request can be viewed by clicking on the permit number hyperlink. This will open a new browser window showing details of the permit. To return back to the report click the browser <back> button.